

**PROCEEDINGS OF THE BROWN COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE – LEPC**

Pursuant to Section 19.84, Wis. Stats. A meeting of the **Brown County Local Emergency Planning Committee** was held on Tuesday, January 12, 2016 @ 14:30 p.m. at Brown County Emergency Management.

PRESENT: Leon Engler, Steve Johnson, Russ Phillips, Tom Collins, Jon Jandrin, Bill Marotz, Ed Foral, Kent Calwarts, Nathan Meyers, Justin Steinbrinck, Melissa Spielman

1. CALL MEETING TO ORDER:

The meeting was called to order by TOM COLLINS at 14:31.

2. APPROVAL OF AGENDA:

A MOTION WAS MADE by STEVE JOHNSON TO APPROVE THE AGENDA, LEON ENGLER Seconded. Vote taken, MOTION CARRIED UNANIMOUSLY.

3. APPROVAL OF MINUTES:

A MOTION WAS MADE by RUSS PHILLIPS TO APPROVE THE MINUTES, BILL MAROTZ Seconded. Vote taken, MOTION CARRIED UNANIMOUSLY.

4. COMMITTEE REPORTS:

A. PUBLIC INFORMATION AND EDUCATION (PIE) COMMITTEE

- Melissa mentioned it was a vacant position. She wished to nominate Justin Steinbrinck for the chair of this committee. Tom Collins requested for a motion.

A MOTION WAS MADE by MELISSA SPIELMAN TO MAKE JUSTIN STEINBRINCK THE CHAIR OF THE COMMITTEE, BILL MAROTZ seconded. Vote taken, MOTION PASSED UNANIMOUSLY.

B. EXECUTIVE COMMITTEE

- Review of current membership list: Melissa Spielman pointed out the discrepancies with the current list, including Beth Erdman's position needing to be re-assigned. Most others on the list wish to remain there. Melissa stated the state really wants all vacant positions to be filled. Tom Collins mentioned the struggle of getting media and political positions filled. Melissa will look at getting recommendations for these positions, and reached out to the group for any ideas from them. Steve Johnson confirmed that these positions are posted online via our website, as well. The question of adding e-mail addresses to the appointment list was also brought up, and it was decided this addition was appropriate.

- Committee approval needed to appoint Brown County Emergency Management Director as the Emergency Coordinator for the LEPC:
A MOTION WAS MADE by STEVE JOHNSON, BILL MAROTZ seconded. Vote taken, MOTION PASSED UNANIMOUSLY.
- Committee approval needed to appoint Brown County Emergency Management Coordinator as the Information Coordinator:
A MOTION WAS MADE BY MELISSA SPIELMAN, STEVE JOHNSON seconded. Vote taken, MOTION PASSED UNANIMOUSLY.
- Committee approval needed to designate State EPCRA Compliance Officer as LEPC Compliance Inspector:
A MOTION WAS MADE BY TOM COLLINS, MELISSA SPIELMAN seconded. Vote taken, MOTION PASSED UNANIMOUSLY.
- Nomination of Vice Chair: Decision was made to e-mail out the job description to the group, seek out interest, and take a formal motion at our next meeting if interest is found. Otherwise a different route will need to be sought after.

C. PLANNING COMMITTEE

- EM intern Nathan Meyers introduced himself, and gave a presentation on the plan review of M&M Warehousing.
- Tom Collins mentioned that the intent of the LEPC is to help not indict, and showing that to local companies will be helpful. Asking Sam about tagging along for the business visits/planning could be possible with Sam's permission.
- Steve Johnson asked about the movement of hazardous chemicals and how that is done safely. Tom Collins explained how the facilities ERP would have those details in it, along with the Tier II reports for a given business—which are both accessible by local fire departments.
- Melissa mentioned that BCEM has most Tier II Reports and ERPs from businesses filed appropriately in our back storage room, and it is now much more accessible.
- Russ Phillips with SuperValu spoke about inviting out the police and fire staff to see the set-up of their facilities, and to give these police and fire departments an idea of what they may be dealing with, given an emergency.

5. OTHER REPORTS:

A. ARES/RACES UPDATE

- Melissa mentioned that David Catalano told her he was retired, but was going to stay in the group... but mentioned that Dennis Carr may be attending these meetings in the future.

B. RECENT SPILLS

- November 16th, Tetra tech, hydraulic fuel 4 oz.
- November 21st, Halls Calf Ranch, Milk 1000 gallons.
- December 1st, JBS, Anhydrous Ammonia, Unknown amount.
- December 1st, GB Metro Sewer, Raw sewage, Unknown amount.
- December 4th, Unknown sub-merged vehicle.
- December 13th, Lawrence/Scheuring Rd., gasoline, 10-12 gallons.
- January 3rd, Executive Air, Jet fuel (petroleum), 150 gallons.

C. PUBLIC/PRIVATE PARTNERSHIP

- Bill Marotz mentioned a full-day training opportunity in Appleton on March 8th 8:30 -4:30 on what it means to be a part of our LEPC. He has approached the security team at Schneider to get a group to participate, and registration is open and available at no charge.

D. EM REPORT

- Melissa mentioned the forwarded information from WEM regarding the pre-Governor's conference training opportunity.
- There is an on-line training opportunity for LEPC for requirements of EPCRA and its implementing regulations. It is a free course that was sent to the group via e-mail. Check your e-mail for more information.
- BCEM has started using Nixle as a public alerting system. If you opt-in via text or e-mail you can get these alerts. We will be sending out a press release regarding the launch in the near future. This is being done in part from an incident last year, when some residents were without power for 26 hours from severe thunderstorms, and wished they had received updates on what was happening and when a solution would be found. This current system is not the final solution, regarding Reverse 9-1-1 and is an opt-in forced option, but in 2017 we hope to fund a premium, more robust communication system, and are currently looking at different funding options. In the meantime, look for these Nixle emergency alerts, as needed.
- We are updating a portion of our ESFs for first-half 2016 for the EMPG and EPCRA funding in this first half of the POW.
- We are working Public Health on a Mass Fatality and Family Assistance Plan.
- Is there a specific plan we would like to review for our next meeting? Tom Collins mentioned doing something geographically opposite to what was done in the previous meeting. Or pick one based on the hazard threat risk level.
- We have some exercises coming up in the near future, including one with SuperValu. Also ahead, is an exercise assigned by the County Executive, which has simultaneous events taking place with a mall, movie theatre, and an apartment building. It is not a tactical exercise, but instead testing coordination, communication, and public alerting. This is currently in the very preliminary stages of development.
- If you have any questions regarding getting information on proper reaction to a situation, BCEM can point you in the right direction... even if it is not to the extent an exercise extent.

6. PUBLIC COMMENT

- Russ Phillips introduced Ken Calwarts of SuperValu.
- Tom Collins mentioned doing something to recognize Ed and Judy, can something be pursued?
- Time of meeting, 1:30pm versus 2:30pm? The majority decided that 1:30pm was a better starting time for the meeting.

7. LEPC ROUND TABLE:

- Steve Johnson asked about an obligation to post meeting notices. It is revealed that we do post the meeting times and locations publicly. Public commenting is always a part of a meeting to allow for proper opportunity to comment.
- Steve Johnson mentioned that Public Health put out a 2016 calendar, with a theme of "This is Public Health." To give people an understanding of how public health is a part of their lives.
- Steve Johnson spoke to beefing up the respiratory protection options for the Public Health department. The machine reads particles in the air, and can tell if there is a breach after being fitted on someone.
- Melissa formally introduced Justin Steinbrinck as the BCEM Coordinator.
- Melissa asked for suggestions for a location for our next meeting. She will send out a request via e-mail in the weeks ahead.
- Ed Foral introduced himself from P&G, leader on the Emergency Response Team there and one of their site trainers.
- Russ Phillips from SuperValu mentioned they have been quiet, doing a lot of hiring. Introducing Kent Calwatts to his new position with the company, getting settled in.
- Bill Marotz is renegotiating the Schneider MOU with Ashwaubenon regarding active shooter, to make sure everything is in line with expectations. They will likely do some sort of exercise with Ashwaubenon once this whole process is settled.

8. SUCH OTHER MATTERS AS AUTHORIZED BY LAW

None

9. ADJOURN

A MOTION WAS MADE BY TOM COLLINS TO ADJOURN AT 15:46.

BILL MAROTZ seconded. Vote taken, MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Justin
Steinbrinck EM
Coordinator